

## Maine ICESA File Upload Edits

Below is a partial list and description of system edits that may cause the Maine ICESA upload system to reject a file. The edits are subject to change and additional edits may be employed if needed. Items 11, 12 and 14 were added in September of 2006.

1. The transmitter logon ID and password must be correct or the system will not allow access.
2. The filing quarter and filing year entered on the upload web page must agree with the quarter and year entered in each record within the file.
3. All numeric fields must contain a numeric value or be filled with zeros. If a numeric field is left blank, the file will reject. For example, if field location 194-203 on the A record (transmitter phone number) is left blank, the file will reject.
4. The Unemployment Account Number and the Withholding Account Number for each employer will be validated against Maine Revenue Services' records. If either account number cannot be validated, the file will be rejected.
5. All employers must include a withholding account number. There are no exceptions to this rule. Employers remitting UC only should report zeros in appropriate withholding fields. However, all Maine UC account numbers are tied to a withholding account number. In the case of employers subject to UC only, an inactive withholding account number is assigned to that employer. Consequently, an employer subject to UC only must include the correct inactive withholding account number wherever indicated in the file even though the employer is not reporting income withholding.
6. Every E record must have one associated T record.
7. The Unemployment Account Number must be the same in the E, all related S, and the T record for a given employer. The E-S-R-T set represents one employer.
8. The Withholding account number must be the same in the E, all related S, and the T record for a given employer.
9. The total number of employees/payees entered in field location 2-8 in the T record must agree with the total number of S records for this E record in the E-S-R-T set. For example, if it is stated in the total record that there are 43 employees for this employer, then MRS must read 43 S records.
10. For each employer, the total UC reportable wages entered in field location 27-40 on the T record must agree with the sum of UC reportable wages in field location 64-77 for all S records for that employer.

11. The taxable UC wages reported on the T record field location 55-68 must equal the difference between the total reportable UC wages paid entered in field location 27-40 and the total excess UC wages entered in field location 41-54 on the T record.
12. For employers who are registered with the Maine Department of Labor as a direct reimbursement account for Maine Unemployment purposes, field location 88-100 on the T record must contain all zeros.
13. The Quarterly Maine Income Tax Withheld reported in field location 213-226 on the T record must agree with the accumulated amount by summing the Quarterly Maine Income Tax Withheld reported in field location 191-204 on each S record.
14. For employers with an inactive withholding account number (i.e. a Maine withholding account number that ends with two alpha characters), field location 213-226 on the T record must be all zeros. No Maine withholding tax is to be reported for this account.
15. The total voucher payments reported in field location 112-122 on the T record must agree with the accumulated amount acquired by summing the Amount Deposited value entered in field location 19-27 on each R record.
16. For each employer, field location 177-190 on the S record must contain a numeric value. This field is optional, but must contain either the wages subject to withholding or be filled with zeros.
17. For each employer, the total wages subject to Maine withholding entered in field location 199-212 on the T record must agree with the sum of wages in field location 177-190 for all S records for that employer. If the sum from the S records is zero, then the T record must be filled with zeros.
18. Field location 186-198 (amount remitted) on the T record must be filled with zeros.
19. The total number of employees/payees entered in location 2-11 on the F record must agree with the count of S records on the file.
20. The total number of employers entered in location 12-21 on the F record must match the count of E records on the file and must match the "Total Number of Employers" entered on the Upload page.
21. The total Gross Wages entered in location 41-55 on the F record must match the accumulated amount acquired by summing the Total Wages from location 64-77 on each S record.
22. Only one return will be accepted electronically for each employer, regardless of who transmitted the return. Amended returns must be filed on paper.